

GSA SmartPay Conference



August 27 - 29, 2002

San Francisco, CA

CBA Process

- **Received in the mailroom**
- **Verification of package contents**
- **Record CBA Bill into the Stand Alone system/Control Log for accountability**
- **Assign to technician for processing**

Army = Bills with disks (GTS) are processed through the GTS system

The GTS interfaces with LXG file to find a match for the correct Accounting appropriation. If no match is found, it rejects. The error is corrected and re-ran by the technician and an Export disk is created.

The export disk is interfaced into CAPS/W and the bill is processed and computed for payment.

CBA Process (continued)

- **The Lead Technician checks all computed payments against the Pre-val report.**
- **If there is an unmatched transaction the technician will make the correction and the payment is certified, except when the error is W/O or E/O.**
- **Rejects with W/O or E/O are researched for mismatched obligations.**
- **Payments with W/O or E/O that are \$2500 or less are obligated automatically.**
- **Payments with W/O or E/O that exceed \$2500 are obligated after 10 days.**
- **Air Force = Bills with disks are processed through the T-TOPRS system.
The Air Force process is similar to that of the Army.**
- **Navy = Bills are received and reconciled by the SATO office. Once reconciled, the bill is converted to a .TXT file. This file along with a scanned image of the Bill Payment Report is forwarded via e-Mail to the paying office. The .TXT file is converted to the STARS format and loaded into the STARS system 2-3 times a week.**

Prevention of Overdue Payments

- Ensure SF form 1034 is properly completed with appropriate signature(s).
- All pertinent documents are attached. These documents could be (but are not limited to) bank statement, orders, itineraries, etc. If orders are attached, ensure all the pages are together so that the accounting citation is included (**Amended orders must include the original and all amended orders included in the package**).
- Ensure bills are date stamped once received by the first Government agency.

Prompt Payment Act

**The 30 day clock starts after the first
Government agency receives a proper
invoice.**

(ref: CFR 1315.12)

**Late Interest Payments/
Additional interest penalty**

(ref: CFR 1315.10 and 1315.11)

Points of Contact

Air Force Vendor Pay

DFAS-BVFZ/DY Dayton	Support Director(acting)	937-296-8170
Dayton	Site Manager	937-296-8042
Limestone	Site Manager	207-328-1605
Omaha	Site Manager	402-232-3207
San Antonio	Site Manager	210-527-8788
San Bernardino (acting)	Site Manager (acting)	909-382-3211

Navy Vendor Pay

DFAS-BVNZ/Norfolk	Support Director	757-443-4554
Charleston	Site Manager	843-746-6111
Japan	Site Manager	011-81-3117-55-3068
Norfolk	Site Manager	757-443-4738
Oakland	Site Manager	510-273-7668
Pacific - Honolulu	Site Manager	808-472-7701
Pensacola	Site Manager	850-473-5888
San Diego	Site Manager	858-616-5421

Points of Contact

Army Vendor Pay

DFAS-BVAZ/IN - Indianapolis

Europe - Germany
Europe - Germany
Indianapolis (DNO) (CBAs)
Indianapolis (Transportation)
Lawton
Lexington
Orlando
Rock Island
Rome
St Louis
Seaside

Support Director

Site Manager
Site Manager
Site Manager
Site Manager
Site Manager
Site Manager
Site Manager
Site Manager
Site Manager
Site Manager

317-510-6139

011-49-631-413-4399
011-49-631-536-7612
317-510-7826
317-510-2464
580-442-0143
859-293-4330
407-646-4035
309-782-9051
315-330-6600
314-260-2785
831-583-6080

USMC/Defense Agencies

DFAS-BVDZ/CC - Columbus

Columbus
Indianapolis (DAFS)
Kansas City

Support Director

Site Manager
Site Manager (acting)
Site Manager

614-693-6058

614-693-0306
317-510-0305
816-926-7480